TOWN OF ARLINGTON, MA

#17-03 REQUEST FOR PROPOSALS

for

COMMISSIONING AGENT SERVICES

GIBBS MIDDLE SCHOOL

February 1, 2017

REQUEST FOR PROPOSALS

COMMISSIONING AGENT SERVICES

AT

GIBBS MIDDLE SCHOOL

I. NOTICE OF REQUEST FOR PROPOSALS

The Town of Arlington (the "Owner") requests proposals from qualified firms to perform Commissioning Agent ("CxA") services in connection the Gibbs Middle School project.

Proposals shall be submitted in electronic form (PDF) only. One (1) Electronic copy shall be emailed to the Owners Project Manager, Rob Juusola AIA, LEED AP and Timothy Baker, MCPPO; NV5 Consultants.

Rob.juusola@nv5.com
Tim.Baker@nv5.com

PROPOSALS ARE DUE BY 2:00 PM MONDAY FEBRUARY 20, 2017.

The package shall be clearly marked **"Commissioning Agent, *Gibbs Middle School* Project"** and shall clearly identify the Respondent's name and business address.
The Owner reserves the right to reject any or all proposals submitted in response to this Request for Proposals ("RFP") and to take any other action the Owner may deem to be in its best interest.

II. EQUAL EMPLOYMENT OPPORTUNITY, NON-DISCRIMINATION AND AFFIRMATIVE ACTION

The Town of Arlington is committed to equal employment opportunity and non – discrimination on all of its projects and will take affirmative action to ensure equal employment opportunity and to eliminate discriminatory barriers.

III. OVERVIEW

The Town of Arlington seeks the services of a firm to provide CxA services to assist it and its design team during the Commissioning Plan, Construction Services, Commissioning, Closeout, and Post Commissioning Phases of the Gibbs Middle School. The CxA agent is expected to begin working immediately with the Design Team in developing Construction drawings.

The Project is currently completing the Schematic Design Phase and has started Design Development. Construction will start June 30, 2017 and Substantial completion will occur not later than August 2018 for Occupancy starting the September 2018 school year.

IV. PROJECT DESCRIPTION

The proposed Project will be energy efficient and environmentally sustainable and will be targeting a LEED V.4 Certification. The Owner is committed to commissioning the Project to ensure that all systems are complete and function properly together upon occupancy, and that the Owner's staff has adequate building systems documentation and timely operator training.

The Project consists of full construction services for a renovation of the Gibbs Middle School as follows:

- Renovation to the existing building
- HVAC, Electrical, Plumbing, Fire Alarm and Fire Protection upgrades
- Construction to start in summer 2017 and is expected to be completed by End of August 2018.
- The Owner has hired a design team (the "Design Team") to provide design services for the Project. The Designer is Finegold Alexander Architects (the "Architect") with BALA/TMP Consulting Engineers and ART Engineering (the "Engineers").
- The Owner has also hired a Construction Manager ("CM") to construct the project under the CM at Risk process. The CM is Shawmut Design and Construction.

V. GENERAL SCOPE OF SERVICES

The Owner is committed to having the Project commissioned to ensure that all systems are complete and function properly together upon occupancy, and that the Town of Arlington's facility staff has adequate building systems documentation and timely operator training.

In general, it shall be the responsibility of the CxA to ensure that each of the following is achieved for the Project:

- All building systems designed for the renovated Gibbs Middle School project will meet the end user's needs and can be maintained in accordance with the design intent.
- The construction documents accurately reflect the design intent for all building systems and are adequate for the needs of the Construction Manager ("CM") and trade contractors and subcontractors to bid and construct the facility.
- The building systems are properly constructed and function individually and together in accordance with the design intent, established performance standards, and the Owner's operational needs.

- At the completion of the Project, adequate documentation is provided to the Owner and all appropriate operators training has been completed.

The CxA's Scope of Services shall comprise full commissioning agent services that include participation in the design and construction phase, development of a commissioning program and oversight of the implementation of that program, observation of the start-up of all systems, and later post-commissioning performance verification of the completed systems prior to expiration of the equipment warranties.

The CxA will develop a detailed overall commissioning program and, working with the CM and the ARCHITECT, will coordinate the work activities of other Project team members to ensure compliance with the commissioning program and other Project objectives. The CxA will also provide to the Owner written verification that start-up and commissioning tests and protocols have been followed, and that all equipment and systems are functioning individually and together in accordance with the design intent, required performance standards, and the Owner's operational needs.

In addition to the overall responsibilities outlined above, the selected CxA will provide the specific services listed below, as well as all other services required for projects of the type and scope as usually and customarily performed by commissioning agents.

CxA Commissioning Services

The Commissioning services shall include, but shall not be limited to the following:

- Review design and construction documents to assure their completeness and coordination among the various disciplines including review of provisions for construction sequencing, materials and equipment delivery and storage, site and building access, and equipment access for maintenance.

Commissioning Agent Services

In addition to the commissioning engineering responsibilities outlined above, the CxA shall provide complete commissioning services, which shall include but shall not be limited to the services listed below by Project phase. The CxA shall review the commissioning requirements specifications section 018100 when developing the commissioning plan for the systems and equipment identified in Attachment 1 of this document. The commissioning plan and commissioning specifications shall meet the requirements of ASHRAE Guideline 0-2005 *The Commissioning Process*, Guideline 1.1-2007 *HVAC&R Technical* and any more current ASHRAE Guidelines.

Systems and Equipment to be Commissioned

The systems and equipment, including all related components and controls, that are to be commissioned are identified in **Attachment 1** hereof, which includes all mechanical engineering, electrical engineering, plumbing engineering, fire protection engineering, life safety engineering, building automation and control systems (including lighting controls), as well as all

other systems required for projects of the type and scope of the Project, and customarily performed by engineers and commissioning agents.

Specific Commissioning Agent Services

The CxA's services shall include review and comments to submittals relating to the specified sustainable design features and inefficiencies of systems being commissioned including HVAC, fire protection, electrical, lighting and plumbing systems.

The commissioning agent services shall include, but shall not be limited to the following:

1. **Commissioning Plan Phase**

- Develop the initial commissioning plan ("Cx Plan"). The Cx Plan shall define the scope and commissioning process for the Project, and shall incorporate and build upon the responsibilities defined in the Cx Specifications. The Cx Plan will be provided to the Owner and the OPM and the Designer for review, approval and incorporation into the construction documents. At a minimum, the Cx Plan shall include the following:

  - OPR: Cx Agent will work with the OPM to develop a OPA Development Assistance Document in the Design Phase and will continue update the OPA document throughout the design phase and during the construction phase of the project. The Cx Agent will use the OPR document as a basis for all work during the project. The Cx Agent will submit the OPR to the Architect and Engineers to be included in their Basis of Design.

  - Scope of Commissioning: Describe in detail equipment and systems scheduled for commissioning, the nature of the testing to be performed for each piece of equipment, for each system and sub-system.

  - Cx Team & Responsibilities: Identify the commissioning team ("Cx Team"), which shall include at a minimum the following parties: the CxA, the OPM, the Design Team, and appropriate trade contractors and subcontractors; and provide a detailed description of the responsibilities of each member of the Cx Team.

  - Deliverables: Clearly define the deliverables to be produced from the commissioning process and identify parties responsible for producing them. Deliverables shall include, but shall not be limited to, schedules, test plans, test reports, training plans and final report. A review of design and construction phase documents as it relates to the OPR/BOD, constructability, and operations of HVAC, lighting, electrical, plumbing and fire protection. Identify required format for deliverables and include sample documents as appropriate.

- Schedule: Prepare a preliminary schedule of commissioning activities. The commissioning schedule shall be coordinated with the overall Project schedule as established by the CM.

- Checkout, Startup & Pre-functional Testing: Define the checkout, startup and pre-functional testing process and required integration between these activities for each piece of equipment, sub-system and system.

- Functional Performance Testing: Describe the functional performance testing process, including prerequisites and any special equipment or instrumentation needed to obtain necessary measurements during performance testing. Include requirements for deferred seasonal functional performance testing as appropriate.

- Test Guidelines: At a minimum, include requirements for review, approval and documentation practices and test acceptance criteria.

- Training & Turnover: Identify training requirements, and responsibilities for development of the training plan (the "Training Plan") and participation by the Cx Team members in the training process. The training program shall assure that the building operation personnel of the Owner receive adequate training for the proper operation of the new facility systems. Define required O&M, as-built and commissioning deliverables and the deliverables turnover procedures, with references to the construction specifications as appropriate, to ensure that the Owner receives all necessary documentation from the CM.

2. Construction Services Phase

- Coordinate the commissioning work, and with the CM and the Design Team, ensure that the commissioning activities are properly accounted for in the master Project schedule.

- Attend Project construction meetings as frequently as necessary in the judgment of the Owner, to advise the Project team on critical path milestone dates that impact commissioning issues and commissioning status, and advise the Owner and the OPM on such issues. Review construction meeting minutes and prepare revisions/substitutions relating to the commissioning process as necessary. Assist in resolving any discrepancies.

- Plan and conduct commissioning team meetings with the Cx Team. These meetings should include, at a minimum, the CM, appropriate trade contractors and subcontractors, the Design Team, the OPM, and the Owner's building operation personnel. These meetings shall occur as needed early in the Design Phase, the Construction Phase, and more frequently during the last months prior to the commencement of the Commissioning Phase. Prepare meeting minutes and distribute to all attendees.

- Perform site visits, as necessary, to observe component and system installations, testing and start-up operations.

- Review construction submittals for all applicable systems, equipment and controls, and envelope components.

- Prepare pre-functional checklists and functional performance test procedures for equipment and systems to be commissioned.

    - Review CM and trade contractor and subcontractor submittals applicable to systems being commissioned, concurrently with review by the Design Team to obtain equipment and system information and ensure compliance with commissioning needs and requirements. The CxA will advise the Owner, the CM and the Architect of any deficiencies noted that may impact the commissioning execution or intended system performance. Review Architect submittal documentation and comments. Assist in resolving any discrepancies.

    - Request and review additional information as required to write the pre-functional checklists and functional performance test procedures.

    - Review the O&M materials, and contractor start-up plans.

    - Before startup, gather and review the approved control sequences of operation and interlocks, and work with the CM, appropriate trade contractors, subcontractors, and design engineers until sufficient clarity has been obtained, in writing, to be able to write detailed functional performance test procedures.

    - The functional performance test procedures shall include requirements for operating each system and its components through each of the written sequences of operation and other significant modes and sequences, including startup, shutdown, unoccupied mode, manual mode, staging, miscellaneous alarms, power failure, security alarm when impacted and interlocks with other systems or equipment.

    - Submit completed pre-functional checklists and functional performance test procedures to the CM, the Architect, the OPM and equipment vendors for review as required.

- Distribute pre-functional checklists. Review checklist execution scope and procedures with the CM and appropriate trade contractors and subcontractors to assure understanding prior to execution.

- Review and approve the system start-up and initial checkout plan.

- Coordinate commissioning activities to integrate with the startup and checkout activities.

- Approve systems startup by reviewing start-up reports and by selected site observation.

- Review the testing, adjusting and balancing (TAB) execution plan before TAB is executed, and oversee functional testing of the control system, and order and coordinate such retesting of the control system as may be necessary until the control system is approved by the CxA to be used for TAB.

    - Review air and water systems balancing by reviewing completed reports and by selected site observation.

- Review and approve the Training Plan developed by the CM with the Owner and OPM. Assure that the plan is adequate to meet all training requirements of the facility's operations staff.

- With assistance and review from installing contractors, develop the functional performance test procedures for equipment and systems, and submit to the CM for review and approval as required.

3. <u>Commissioning Phase</u>

- Update and revise the Cx Plan and related documentation, as necessary during the commissioning process.

- Verify pre-functional checklist execution by site observation and spot checks. Review completed pre-functional checklists and approve systems as ready for functional performance testing.

- Check the installing contractors' field calibration of sensors and actuators during functional testing.

- Working with equipment vendors and appropriate trade contractors and subcontractors, witness and approve functional performance tests for each sub-system and system as established by the Cx Plan. Services shall include:

    - Witness and approve tests on HVAC equipment during both the heating and cooling season.

    - Analyze functional performance trend logs and monitoring data to verify performance.

    - Maintain a master deficiency and resolution log and a separate testing record. Provide periodic (monthly at a minimum, more often if necessary), written progress reports to the Architect, Owner and OPM which include test results with recommended actions. Coordinate resolution of any deficiencies with the CM and CM's trade contractors and subcontractors. Witness and document repeat testing, as necessary to verify that all deficiencies are corrected.

- Witness all tests of commissioned equipment and systems which the Owner may contract for or which may be performed by manufacturer's personnel over which the CxA may not have direct control. Document and include the test data and reports of such tests in the commissioning record. Submit commissioning record documentation to the CM for inclusion in the O&M manuals.

- Participate in the training of the Owner's building operations and maintenance staff in accordance with the requirements of the approved Training Plan. Verify and document, to the Owner, that training has been satisfactorily completed.

- Compile and maintain a commissioning record and building systems book(s) including complete electronic copy.

- Review completed as-built drawings and records, including operation and maintenance manuals prepared by equipment manufacturers, fabricators or installers for inclusion in the Owner's O&M manuals

- Provide the necessary personnel to prepare documentation and perform testing.

4. <u>Close-out Phase</u>

- Provide a Final Commissioning Report in electronic format. At a minimum, the report shall include an executive summary, list of participants and the role of each participant, brief building description, overview of commissioning and testing scope, and a general description of testing and verification methods. For each piece of commissioned equipment, the report shall contain the opinion of the CxA regarding the adequacy of the equipment, documentation and training, in satisfying the requirements of the contract documents in each of the following areas:

    - Equipment/system specifications and design intent

    - Equipment/system installation

    - System functional performance and efficiency

    - Equipment/system O&M and record documentation

    - Operator training.

  All outstanding non-compliance items shall be specifically listed. Recommendations for improvement to equipment or operations, future actions, commissioning process changes, and other appropriate matters shall also be listed. Each non-compliance issue shall be referenced to the specific functional test, inspection, trend log, and other records where the deficiency is documented. The functional performance and efficiency section for each piece of equipment shall include a brief description of the verification method used (manual testing, BAS trend logs, data loggers, or other as appropriate) and the CxA's observations and conclusions from the testing.

The Final Commissioning Report shall include appendices with all acquired sequence documentation, logs, meeting minutes, progress reports, deficiency lists, site visit reports, findings, unresolved issues, communications, and all other relevant information. Pre-functional checklists and functional performance tests and monitoring data and analyses shall be provided in separate electronic attachment(s).

5. Post-Commissioning Phase

- Witness and approve required seasonal or deferred testing and deficiency corrections.
- Review and approve the final testing documentation for the commissioning record and O&M manuals.
- Return to the site 12 months after substantial completion of construction and after one complete heating and cooling season and review with the OPM and the Owner's facility staff, the building operations and the status of outstanding issues related to the original and seasonal commissioning. Also interview facility staff and identify problems and concerns they have with the operation and maintenance of the facility, as originally intended. Make suggestions for improvements and for recording any proposed changes in the O&M manuals. Identify to the Owner those issues whose correction may be covered by equipment and system warranties or by the original construction contract. Assist the Owner's facility staff in developing reports and documents and requests for services to remedy outstanding problems.

VI. PROJECT SCHEDULE

It is anticipated that construction will commence in the summer of 2017 and be substantially complete by end of August of 2018.

VII. FEE

Include a NOT TO EXCEED fee for CxA services in your submission. Separate NOT TO EXCEED fees should be provided for Option #1 and Option #2 as listed in ATTACHMENT 1. A list of equipment and systems to be commissioned and the sampling rates for Option #1 and Option #2 are included in ATTACHMENT 1.

Breakdown of Fee should be as follows:

1. **Commissioning Plan**
2. **Construction Services Phase**

3. **Commissioning Phase**

4. **Close-Out Phase**

5. **Post-Commissioning Phase**

VIII. QUALIFICATIONS

- Substantial experience acting as the principal commissioning agent for (2) building construction projects of similar building type, size and complexity.

- Massachusetts' Engineers registration and licensing, including but not limited to mechanical, electrical, and plumbing engineering.

- Extensive experience in the startup, operation and troubleshooting of all systems to be commissioned on the Project including HVAC systems, test and balance of both air and water systems, building automation and energy management control systems and lighting control systems. Extensive field experience is required. The Respondent and the specific individuals identified by the Respondent in its proposal must each have a minimum of four (4) full years' experience in this type of work.

- Knowledgeable and experienced in building operation, maintenance and O&M training.

- Knowledgeable and experienced in commissioning buildings for LEED certification (both Fundamental and Enhanced Commissioning), energy-efficient equipment design and control strategy optimization.

- Excellent project management skills, including high level of organization, verbal and written communication skills, ability to work with both management and trade contractors and subcontractors, and ability to produce schedules using commercial scheduling software.

- The majority of the expertise required for this Project must be part of the skill and experience set of the prime firm making the proposal. A member of that firm will be the designated CxA. The CxA must be fully qualified to commission most of the above listed systems. If the CxA or prime firm shall subcontract with another qualified party that party's qualifications shall be included and clearly designated in the response to this RFP.

Documentation of financial stability and insurance including: (i) professional liability insurance of not less than $2,000,000; (ii) comprehensive general liability ("CGL") insurance of not less than $1,000,000 per occurrence, with a general aggregate limit of not less than $2,000,000 on a per project basis; (iii) automobile liability insurance of not less than $1,000,000; (iv) statutory workers' compensation insurance coverage; (v) employer's liability insurance of not less than $1,000,000; and (vi) umbrella or excess liability insurance of not less than $5,000,000 covering

over the CGL, automobile liability and employer's liability coverages; and all of such coverages to be provided on the terms set forth in the Contract.

IX. SUBMISSION REQUIREMENTS

All responding firms must submit all of the following information:

1. Description of the firm's background, including specifically all of the following information:

   A. How many years has the organization been in business performing CxA services?

   B. How many years has the organization been in business under its current business name? Under what other names has your organization operated and during what periods of time?

   C. If the organization is a corporation, provide the following information:

      - Date of incorporation
      - State of incorporation
      - President's name
      - Vice President's name(s)
      - Secretary's name
      - Treasurer's name

   D. If the organization is a partnership, provide the following information:

      - Date of organization
      - Type of partnership (if applicable): general, limited, limited liability
      - Name(s) of general partner(s)

   E. If the organization is a limited liability company, provide the following:

      - Date of organization
      - State of organization
      - Name of Manager or Managing entity
      - Name of person authorized by the records of the Secretary of State to execute document(s)

   F. If the organization is individually owned, provide the following information:

      - Date of organization
      - Name and address of owner

   G. List jurisdiction and trade categories in which the proposing organization is legally qualified to do business, and indicate registration or license numbers, where

applicable.

H. Provide the address of your Massachusetts office, indicate whether it constitutes your home office, a branch office, one of your principal places of business or otherwise, and state the number of years you have maintained an office in Massachusetts.

I. If your organization was not formed in Massachusetts, indicate the State in which it was organized, and indicate whether you are currently authorized to do business in Massachusetts, as well as the date such authorization was obtained.

2. Description of the firm's experience with particular attention to identifying projects in which similar services were performed. Provide a minimum of (2) similar projects of comparable building type, size and complexity that have been substantially completed within the past five (5) years. For each project, provide a complete description, including estimated and actual project schedule, and the names, telephone numbers and other contact information for reference person(s), and other supporting materials as needed. This information should be provided for at least two (2) projects of similar type and scale for which commissioning services were provided.

3. Identification of the Project team, including the Respondent's Principal in Charge, the Respondent's Project Manager who will have overall responsibility for completion of the work, and Respondent's team who will be on site overseeing the testing, and the specific responsibilities of all other members of the team. For each project team member, submit a resume which outlines the individual's academic and professional experience and achievements including the number of years of experience dealing with similar projects and technologies and tenure with the firm, and professional references. Additionally, provide a list and brief description (including total cost, duration / timeframe) of all projects each team member is working on that will be occurring concurrently with this project.

4. A Project team organization chart listing all team members, whether employed by the responding firm or by a sub-consultant, proposed to provide services on the Project. **Please note that if the Respondent is selected for the Project, the key team members identified in its proposal in all disciplines must serve on the Project, and such individuals must be fully available to devote the time and attention necessary to ensure timely and complete delivery of required services.** Provide a cross reference for each team member to any project listed in Item #2 above.

5. A synopsis of the firm's approach to the Project, including specifically:

- Team organization,
- Proposed scheduling,
- How the responding firm will manage the engineering and commissioning agent services expertly and efficiently,

- The firm's approach to integrating the commissioning into the normal design and construction process in order to minimize potential time delays,

- What the responding firm will do to foster teamwork and cooperation from contractors and the Design Team and what it will do to minimize adversarial relationships,

- How the responding firm intends to determine the appropriate level of commissioning effort for the various systems and equipment.

6. A complete list of the services the team will be providing for engineering and the commissioning process is also required. The listed services should be more specific and comprehensive than those outlined in this RFP and should be organized by the phases of the Project identified in this RFP.

7. A sample commissioning plan developed by your firm for a similar project.

8. Identification of any firms or individuals not part of your firm that will be collaborating on this Project. For each such firm, provide a detailed description of their role in the commissioning services to be provided for the Project and a complete resume and description of the length and substance of their experience as it relates to those services and the Project.

9. Information on all related disciplines, including but not limited to mechanical, electrical, plumbing, and fire protection that will participate in the Project, whether these disciplines will be provided by your firm's personnel, or will be outsourced.

10. Three (3) references of persons who are familiar with the work of your firm. In addition, provide (3) references of persons who are familiar with the work and professional skills of the Respondent's Project Manager and Principal in Charge proposed for the Project. By submitting a proposal, the Respondent expressly provides its consent for the OPM and/or other representatives to communicate with the reference contact persons provided by phone or in writing regarding the past performance of the Respondent and its personnel for the project.

11. Executed original copies of the following required documents:

    A. Satisfaction of Tax Compliance (**Attachment 6**)

    B. Certificate of Non-Collusion (**Attachment 7**)

    C. Certificate of State Tax Compliance (**Attachment 8**)

    D. Certificate of Authority (**Attachment 9**)

X. SELECTION PROCEDURES

Each proposal will be reviewed by the Owner to determine if it is complete prior to actual evaluation. The Owner reserves the right, but shall have no obligation, to eliminate from further consideration any proposal deemed to be substantially or materially non-responsive to the RFP. The Owner will review all proposals and may select one or more responding firms for personal interviews.

The selection of the finalists will be based on the following criteria, as applied by the Owner in its sole and absolute discretion:

- Quality of prior experience and performance on (2) projects of similar building type, size, scope of services, and complexity.
- Qualifications of the key persons and consultants who will work on the Project.
- Current total workload with private clients and public agencies and ability of the responding firm and assigned personnel to meet the Project schedule.
- Thoroughness and organization of the listed services to be provided.
- Demonstrated commitment to equal employment opportunity and affirmative action.
- Proposed Fee

XI. ADDITIONAL INFORMATION

Any questions shall be submitted to the OPM, NV5 Consultants, to the attention of Robert Juusola and Tim Baker:

rob.juusola@nv5.com
tim.baker@nv5.com

The deadline for receipt of questions is WEDNESDAY FEBRUARY 8, 2017 BY 5:00PM. The Owner will respond to all written questions which in the Owner's sole judgment may have a material effect on the RFP by emailing written responses to the CxA respondents by **MONDAY FEBRUARY 13, 2017 BY 5:00PM.**

XIII. OTHER PROVISIONS

- The Owner reserves the right to modify this RFP, in whole or in part, prior to the date fixed for submission of the Proposals, by issuance of an addendum or addenda, which shall be emailed to respondents. The Owner may extend the deadline for Proposal submission if, in the Owner's sole judgment, such extension is necessary for any reason. It is the responsibility of each responding firm desiring to submit a proposal to obtain the Request for Proposals and any and all addenda that may be issued in connection with this RFP.

- All expenses and costs, including but not limited to legal costs, associated with developing or submitting a proposal in response to this RFP, or associated with oral or written clarification thereof, including all presentation materials and related costs and travel expenses, shall be borne solely by the proposer, and under no circumstances shall the Owner be responsible for any such cost or expense incurred by any proposer. The Owner assumes no responsibility for these costs and expenses.

- Responding firms may withdraw their proposals, by written request only, received by the Owner prior to, but not after the time set for proposal submission. Thereafter, proposals shall be irrevocable for a period of not less than forty five (45) days, and may not be withdrawn or modified.

- Any proposal which is not received by the Owner by the date and time and at the location for submission of proposals set forth herein will be determined to be late and shall not be considered.

- The Owner may cancel or modify this RFP, in whole or in part, or reject all Proposals submitted in response to this RFP if such action is determined to be in the best interest of the Owner. The Owner also reserves the right to waive any irregularities or requirements; and to negotiate with all respondents, in any manner necessary, in its sole judgment and discretion, to serve the best interest of the Owner. Proposals that are incomplete, conditioned, or are otherwise not in conformance with this RFP may be rejected at the sole discretion of the Owner.

- A proposal may be considered non-responsive if it includes extraneous information not specifically requested in this RFP. The clarity and conciseness of proposals will be valued over volume.

- The Owner reserves the right to request clarification of any aspect of any submitted proposal or to request additional information that might be required to evaluate a proposal.

- By submission of a proposal, each Respondent acknowledges and agrees that all documentation and/or materials submitted with its proposal shall become and remain the property of the Owner. The Owner shall have the right to use all or any portions of any proposal, as it considers necessary or desirable, in connection with the Project. By the submission of a proposal, the Respondent thereby grants to the Owner an unrestricted royalty-free license to use the proposal and all materials submitted therewith in connection with the Project.

- Respondents are advised that, once an award has been made, proposals submitted to the Owner in response to this RFP are considered public records as defined by Massachusetts General Laws, Chapter 4, §7, clause 26.

XIV. ATTACHMENTS

Attachment 1: Systems and Equipment to be commissioned
Attachment 2: Project Site Location Map
Attachment 3: Schematic Design Plans
Attachment 4: Preliminary LEED checklist
Attachment 5: Satisfaction of Tax Requirements
Attachment 6: Certificate of Non-Collusion
Attachment 7: Certificate of Tax Compliance
Attachment 8: Certificate of Authority

ATTACHMENT 1

Systems and Equipment to be commissioned

The Cx Agents proposal should include pricing for Option #1 and separate pricing for Option #2.

Option #1

Systems to be commissioned shall be:

Equipment or Systems	Sampling Rate
HVAC Systems	
Boilers and associated equipment	100%
Hot-water pumps	100%
Water-cooled chillers	100%
Heat exchangers	100%
Chilled-water pumps	100%
Cooling towers	100%
Condenser-water pumps	100%
Air-handling units	100%
Fan-coil units	100%
Hot-water unit heaters	100%
Electric-unit heaters	100%
Energy-recovery units	100%
Exhaust fans	100%
Reheat coils	100%
Air-terminal boxes	100%
Baseboard units	100%
VFDs	100%
Ductwork	100%
Piping	100%
Building Automation Systems	
Temperature-control systems (including control valves, sensors, transmitters, etc.)	100%
Pressure-control systems (including control valves, sensors, transmitters, etc.)	100%
Sequence of operation	100%
Airflow-control systems (including dampers, valves, sensors, etc.)	100%
Electrical Systems	
Lighting controls	100%
Daylighting controls	100%
Electrical sub-metering systems	100%
Emergency power system	100%
Hot Water Systems	
Hot-water heaters	100%
Hot-water pumps	100%

Option #2

Systems to be commissioned shall be:

Equipment or Systems	Sampling Rate
HVAC Systems	
Boilers and associated equipment	50%
Hot-water pumps	100%
Water-cooled chillers	50%
Heat exchangers	100%
Chilled-water pumps	100%
Cooling towers	100%
Condenser-water pumps	50%
Air-handling units	25%
Fan-coil units	50%
Hot-water unit heaters	50%
Electric-unit heaters	100%
Energy-recovery units	100%
Exhaust fans	100%
Reheat coils	100%
Air-terminal boxes	50%
Baseboard units	50%
VFDs	25%
Ductwork	50%
Piping	100%
Building Automation Systems	
Temperature-control systems (including control valves, sensors, transmitters, etc.)	50%
Pressure-control systems (including control valves, sensors, transmitters, etc.)	100%
Sequence of operation	50%
Airflow-control systems (including dampers, valves, sensors, etc.)	50%
Electrical Systems	
Lighting controls	50%
Daylighting controls	50%
Electrical sub-metering systems	100%
Emergency power system	100%
Hot Water Systems	
Hot-water heaters	100%
Hot-water pumps	100%

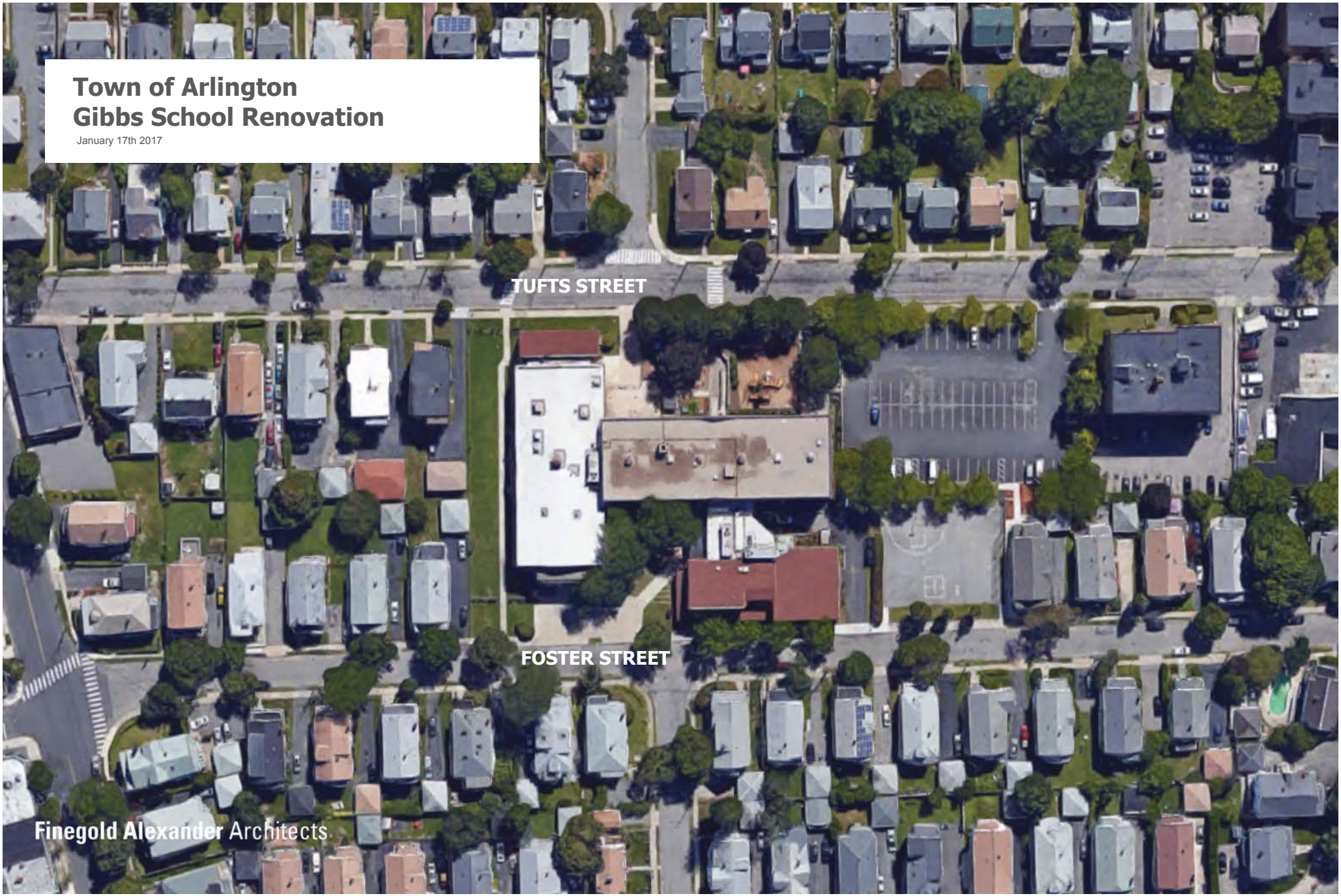
ATTACHMENT #2

PROJECT SITE LOCATION MAP


Broadway
Arlington Animal Clinic
Tufts St
Rockland Trust
Dance Place
Foster St
Allen St
Andrew St
Adams St
Tufts St
Bates Rd
Gibbs Gymnasium
Arlington Center
For the Arts
Raleigh St
RE/MAX Leading Edge
Mass Ave BP
U-Haul
Neighborhood Dealer

Town of Arlington
Gibbs School Renovation

January 17th 2017



Finegold Alexander Architects


DM
LA
Community
Place
Design
OUTDOOR
CLASSROOM
GARDENS
GIBBS SCHOOL
ENTRY PLAZA
PLAYGROUND

ATTACHMENT #3

SCHEMATIC DESIGN PLANS

Please use this link to download the Schematic Design Set for the Gibbs Middle School:
https://www.dropbox.com/s/blijiuft7lm0hph/20161123%20Gibbs%20School%20-%20SD%20Set.pdf?dl=0

PROPOSED FLOOR PLANS



1 First Floor Programming
1/16" = 1'-0"

Space Programming Plan

Gibbs School Renovation
41 Foster Street
Arlington, MA 02474

Finegold Alexander Architects
1/17/16

PROPOSED FLOOR PLANS



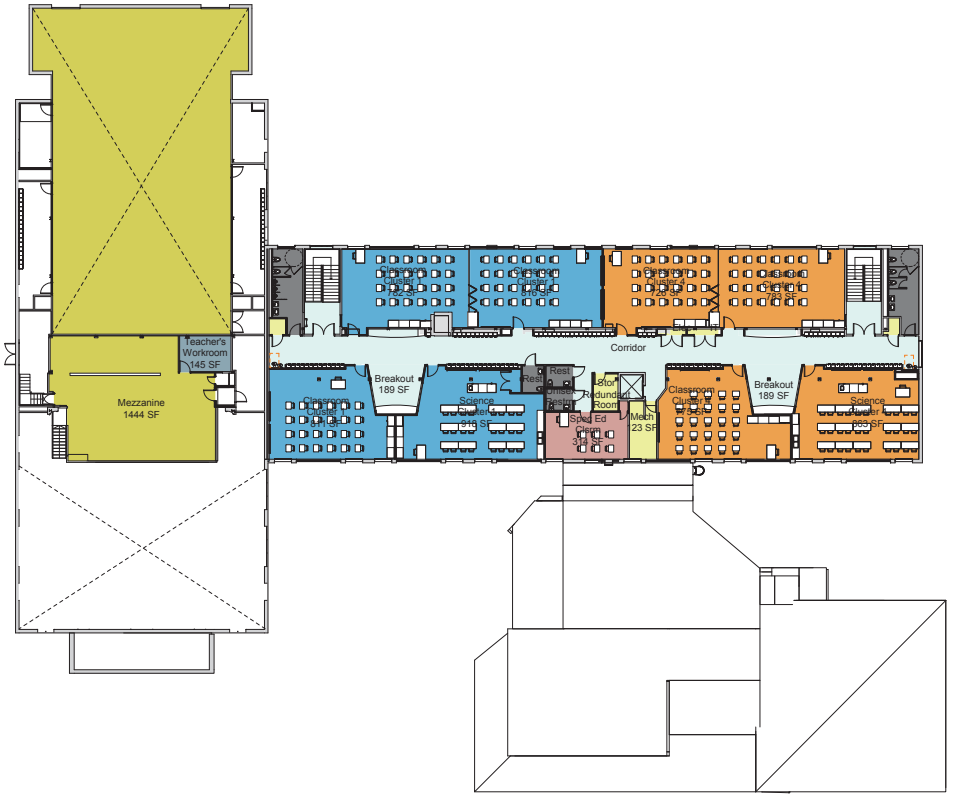
2 Second Floor Programming
1/16" = 1'-0"

Space Programming Plan

Gibbs School Renovation
41 Foster Street
Arlington, MA 02474

Finegold Alexander Architects
1/17/16

PROPOSED FLOOR PLANS



1 Third Floor Programming
1/16" = 1'-0"

ATTACHMENT #4

PRELIMINARY LEED CHECKLIST

LEED for Schools v4
Project Scorecard

Bld SF:	
Site SF:	
FTEs:	
Visitors:	
Parking #:	

Project Name: Gibbs School
Project Address: 48 Tufts St, Arlington, MA 02474
Date Updated: Dec. 12, 2016

May require additional cost

Targeted LEED v4 Rating:

Phase	Yes	Maybe	Likely No	No		Integrative Process	1	Notes
	1	0	0	0				
D	1				Credit 1	**Integrative Process**	1	Credit requires identifing and using opportunities to achieve synergies across disciplines and building systems. Includes studies on Lighting levels, Thermal comfort, and Plug and process loads

	Yes	Maybe	Likely No	No		Location & Transportation	15	Notes
	8	2	0	5				
D				0	Credit 1	**LEED for Neighborhood Development Location**	15	
D	1				Credit 2	**Sensitive Land Protection**	1	not in area with wetlands, water body, farmlands,etc
D				2	Credit 3	**High Priority Site**	2	
D	5				Credit 4	**Surrounding Density and Diverse Uses**	5	in a dense area and neighborhood has access to amenities
D	2			2	Credit 5	**Access to Quality Transit**	4	2 points for access to buses
D				1	Credit 6	**Bicycle Facilities**	1	no showers in school
D		1			Credit 7	**Reduced Parking Footprint**	1	parking is limited. Requires allocating carpool parking spaces for 5% of total parking.
D		1			Credit 8	**Green Vehicles**	1	Parking is limited. Requires installing EV stations for 2% of spaces plus LEFE spaces for 5% of all spaces (or provide a discounted parking rate). Electric charging stations might not be a good fit for this project. A hookup for a future charging station was discussed. There is also a Green Buses option for this credit.

	Yes	Maybe	Likely No	No		Sustainable Sites	12	Notes
	2	4	4	2				
C	Y				Prereq 1	**Construction Activity Pollution Prevention**	Required	
D	Y				Prereq 2	**Environmental Site Assessment**	Required	
D	1				Credit 1	**Site Assessment**	1	a site assessment could be done.
D				2	Credit 2	**Site Development - Protect or Restore Habitat**	2	
D			1		Credit 3	**Open Space**	1	Need to provide outdoor space greater than or equal to 30% of the total site area. A minimum of 25% of that outdoor space must be vegetated (turf grass does not count as vegetation) or have overhead vegetated canopy.
D		3			Credit 4	**Rainwater Management**	3	Requires managing on site the runoff from the developed site for the 95th percentile of regional or local rainfall events using low-impact development (LID) and green infrastructure.
D			2		Credit 5	**Heat Island Reduction**	2	Need a light colored roof and light colored surfaces to achieve this credit.
D		1			Credit 6	**Light Pollution Reduction**	1	Full cut off lighting will be installed. Calculations will need to be done to determine credit compliance
D			1		Credit 7	**Site Master Plan**	1	This was not discussed yet. Likely not a good fit as there is not much room for expansion of the school.
D	1				Credit 8	**Joint Use of Facilities**	1	This should be easy to meet

	Yes	Maybe	Likely No	No		Water Efficiency	12	Notes
	4	2	0	6				
D	Y				Prereq 1	**Outdoor Water Use Reduction**	Required	
D	Y				Prereq 2	**Indoor Water Use Reduction**	Required	
D	Y				Prereq 3	**Building-level Water Metering**	Required	
D	2				Credit 1	**Outdoor Water Use Reduction**	2	Efficient irrigation system will be installed
D	1	2		4	Credit 2	**Indoor Water Use Reduction**	7	May receive a point for low flush/low flow fixtures. Calculations will need to be done to determine. If 1.1 g/ flush WCs are chosen, may be able to get second point
D				2	Credit 3	**Cooling Tower Water Use**	2	
D	1				Credit 4	**Water Metering**	1	Confirmation will be needed on water metering

Yes	Maybe	Likely No	No		Energy & Atmosphere	31	Notes
9	4	0	18				
C	Y			Prereq 1	**Fundamental Commissioning and Verification**	Required	
D	Y			Prereq 2	**Minimum Energy Performance**	Required	
D	Y			Prereq 3	**Building-level Energy Metering**	Required	
D	Y			Prereq 4	**Fundamental Refrigerant Management**	Required	
C	4			2	Credit 1	**Enhanced Commissioning**	6	CxA will be performed. Enhanced commissioning may require some additional cost. Cost varies greatly. Recommend getting a few quotes.
D	2	3		11	Credit 2	**Optimize Energy Performance**	16	
D	1				Credit 3	**Advanced Energy Metering**	1	Credit needs to be discussed. May require some additional cost.
C				2	Credit 4	**Demand Response**	2	
D				3	Credit 5	**Renewable Energy Production**	3	
D		1			Credit 6	**Enhanced Refrigerant Management**	1	
C	2				Credit 7	**Green Power and Carbon Offsets**	2	Green power could be purchased if additional points are needed. Likely the cost is less than $900.

Yes	Maybe	Likely No	No		Materials & Resources	13	Notes
5	3	1	4				
D	Y			Prereq 1	**Storage & Collection of Recyclables**	Required	
C	Y			Prereq 2	**Construction and Demolition Waste Management Planning**	Required	
C	4			1	Credit 1	**Building Life-cycle Impact Reduction**	5	If at least 25% of building materials are reused or salvaged (as a percentage of the surface area), we can achieve a point. For 4 points, reuse 75% or greater of building materials.
C		1		1	Credit 2	**Building Product Disclosure and Optimization**-Environmental Product Declarations	2	We will keep these points as Maybe for now to be conservative as they are difficult to achieve.
C			1	1	Credit 3	**Building Product Disclosure and Optimization**-Sourcing of Raw Materials	2	We will keep these points as Maybe for now to be conservative as they are difficult to achieve.
C		1		1	Credit 4	**Building Product Disclosure and Optimization**-Material Ingredients	2	We will keep these points as Maybe for now to be conservative as they are difficult to achieve.
C	1	1			Credit 5	**Construction and Demolition Waste Management**	2	Project will need to divert at least 50% of construction waste from at least three Material Streams. Need to have separate dumpsters **on site** for at least three streams to get 1 point.

Yes	Maybe	Likely No	No		Indoor Environmental Quality	16	Notes
7	6	2	1				
D	Y			Prereq 1	**Minimum IAQ Performance**	Required	
D	Y			Prereq 2	**Environmental Tobacco Smoke (ETS) Control**	Required	
D	Y			Prereq 3	**Minimum Acoustical Performance**	Required	
D	2				Credit 1	**Enhanced IAQ Strategies**	2	Project will have walk off mats, MERV 13 filters, and carbon dioxide monitoring
C	1		1	1	Credit 2	**Low-Emitting Materials**	3	Specifications can be written to help achieve at least one point for this credit
C	1				Credit 3	**Construction IAQ Management Plan**	1	Project will develop and implement an indoor air quality (IAQ) management plan
C		2			Credit 4	**IAQ Assessment**	2	Flushout is a weak maybe. Timeline for occupancy after construction completion will be tight. If air quality testing is done, can earn two points and don't have to wait as long for flushout. However, must pass testing or will have to retest. Testing has an added cost.
D	1				Credit 5	**Thermal Comfort**	1	Need confirmation that HVAC systems will be designed to meet requirements of ASHRAE Standard 55–2010
D	2				Credit 6	**Interior Lighting**	2	Quality lighting option may be difficult to achieve and there may be some added cost. Confirmation needed that at least 90% of individual occupant spaces will have individual lighting controls. Multi occupant spaces should meet light requirements.
D		3			Credit 7	**Daylight**	3	Calculations / modeling would need to be done to determine if this credit is achieveable
D			1		Credit 8	**Quality Views**	1	Calculations would need to be done to determine if this credit is achieveable
D		1			Credit 9	**Acoustic Performance**	1	This credit needs to be discussed further. Meeting this credit may mean an added cost.

Yes	Maybe	Likely No	No		Innovation	6	Notes
6	0	0	0				

D	1				Credit 1	**Innovation in Design: Green cleaning**	1	Green cleaning was discussed
D	1				Credit 2	**Innovation in Design: Building as an educational tool**	1	Building as an educational tool was discussed
D	1				Credit 3	**Innovation in Design: To be determined**	1	
C	1				Credit 4	**Innovation in Design: To be determined**	1	
C	1				Credit 5	**Innovation in Design: To be determined**	1	
C	1				Credit 6	**LEED Accredited Professional**	1	

Yes	Maybe	Likely No	No				
1	1	0	2		**Regional Priority Credits - earn up to 4 points**	4	
					Area code: 02474		
			1	Credit 1	**Renewable Energy Production** (threshold: 2 points)	1	
			1	Credit 2	**Optimize Energy Performance** (threshold: 8 points)	1	
			0	Credit 3	**High Priority Site** (threshold: 2 points)	1	
	1			Credit 4	**Rainwater Management** (threshold: 2 points)	1	
			0	Credit 5	**Cooling tower water use**		
1				Credit 6	**Building Life-Cycle Impact Reduction** (threshold: 2 points)		

Yes	Maybe	Likely No	No		
43	22	7	38	**Project Totals (Certification Estimates)**	110

Certified: 40-49 points, **Silver:** 50-59 points, **Gold:** 60-79 points, **Platinum:** 80+ points

ATTACHMENT #5

SATISFACTION OF TAX REQUIREMENTS

ATTACHMENT #7

SATISFACTION OF STATE TAX REQUIREMENTS

ATTEST FORM

Pursuant to Chapter M.G.L. Chapter 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Social Security Number or Federal Identification Number	Signature of Individual or Corporate Name
Date:	Corporate Officer (if applicable)

ATTACHMENT #6

CERTIFICATE OF NON-COLLUSION

ATTACHMENT #8

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in food faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

_____
(Signature of person signing bid or proposal)

_____
(Name of Business)

ATTACHMENT #7

CERTIFICATE OF TAX COMPLIANCE

ATTACHMENT #9

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A (b), I

_____, authorized signatory for
(Printed Name)

_____, do hereby certify, under pains and
(Name of Contractor)

penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors and withholding and remitting child support.

BY:_____
(Signature of Authorized Representative)

ATTACHMENT #8

CERTIFICATE OF AUTHORITY

ATTACHMENT #10

CERTICIFICATE OF AUTHORITY – BUSINESS CORPORATIONS

As duly authorized meeting of the Board of Directors of _____ (name of corporation) held on _____at which all Directors were present or waived notice, it was voted that, _____ (name) of this company be and hereby is authorized to execute contracts and bonds in the name and behalf of said company, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this company's name on its behalf by such _____under seal of the company, shall be valid and binding upon this company.

A TRUE COPY
ATTEST (clerk or secretary)

_____
Place of Business

I hereby certify that I am the clerk/secretary of the _____ (name of company) that is duly elected _____ of said company, and the above vote has not been amended or rescinded and remains in full force and effect as of the _____, date on which the corporation's authorized representative, named above, affixed his/her signature to this contract.

_____
Clerk or Secretary
(Corporate Seal)